Q: How much will I be reimbursed for moving expenses?
A: The maximum amount reimbursed is based on the moving allowance detailed by the hiring department in your employee offer letter and actual cost incurred. Packing, moving, storage, travel, and miscellaneous expenses are reimbursed at actual costs (up to the maximum allowable). Meals and lodging are reimbursed up to the current OUS per diem rates. See OSU FIS policy 415-04: Reimbursement for amounts and receipt requirements (http://oregonstate.edu/fa/manuals/fis/415-04).

Q: What expenses can I be reimbursed for?
A: The expenses that may be reimbursed include moving company charges, moving insurance, storage, transportation, meals, and lodging. In addition, some qualifying miscellaneous charges such as closing costs and utility hookup may be included if they are directly related to relocating. See OSU FIS policy 415: Relocation and Moving for more information (http://oregonstate.edu/fa/manuals/fis/415).

Q: Will I be taxed on the moving expenses I am reimbursed?
A: The tax impact of the reimbursement depends on several factors including type of expense and distance moved. Business Affairs will make the final determination of the taxability of each expense, but the OUS Moving Expense Summary Table (see page 2) is a helpful guide. If the reimbursement is taxable, the amount will be processed with your monthly wages; non-taxable expenses will be paid through your Business Center.

Q: How will I be reimbursed?
A: 1. An OSU Relocation/Moving Agreement must be signed with the offer letter and submitted to Business Affairs prior to expenses being incurred.
2. Submit a Request for Reimbursement through your unit’s Business Center no later than six months after your official start date.
   Reimbursements will be paid through payroll or your Business Center depending on the taxability.

Q: When will I be reimbursed?
A: Due to IRS regulations, new and relocating employees must move at their own expense and will be reimbursed after their official start date. On occasion, expenses for moving of personal items may be direct-billed if part of the allowable reimbursements and the vendor is contracted with OSU Procurement and Contract Services (PaCS). See http://pacs.oregonstate.edu/buyorange/moving for more details.

Q: Where do I go if I have more questions?
A: Your Business Center will be able to answer questions about moving expense reimbursement. You can also find additional information in the following policies: